

DDA-0236-87
12 February 1987


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MEMORANDUM FOR: Director of Information Services
Director of Information Technology
All MI Careerists and Personnel Assigned to OIS

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Abolishment of the Office of Information Services

1. Effective 1 March 1987, the Office of Information Services (OIS) will be abolished.
2. The Information Resources Management Division (IRMD) of OIS will be transferred intact to the Office of Information Technology (OIT). IRMD will become a unit within the new customer services organization of OIT.
3. The Regulatory Policy Division (RPD) of OIS will be transferred intact to the Office of the Deputy Director for Administration (O/DDA) and will report to the Executive Assistant to the DDA.
4. The Information and Privacy Division (IPD) and Classifications Review Division (CRD) of OIS will be transferred for the present to the O/DDA.
5. All OIS employees, MI careerists, and other careerists who are currently assigned to OIS will remain in their current jobs and office space unless otherwise advised.
6. The MI Career Service will continue for the present as a separate Subgroup headed by the Director, OIT. The current MI career and assignment panels will continue to operate as constituted.
7. The Director, OIT will assume responsibility for staffing all MI positions throughout the Agency and in the Intelligence Community Staff. OIT will be responsible for support to current OIS registries, information service centers, and traditional information and records management programs (including Freedom of Information Act, Privacy Act, and classification review).
8. All positions and funds currently held by OIS will be reallocated accordingly to OIT and the O/DDA. OIS funds for travel, training, and conferences will be allocated within OIT and O/DDA for use in career development of MI careerists.


William F. Donnelly

ADMINISTRATIVE - INTERNAL USE ONLY

Chronology of the Records Management Program in CIA

Public Law 754, approved 5 September 1950, amended Public Law 152 and others. Section 501 of PL 754, known as the Federal Records Act of 1950, requires each Federal Agency to establish and maintain an active Records Management Program. Legislative Counsel ruled on 2 October 1950 that CIA must comply with the Public Laws 152 and 754 to the extent possible. The Program is administered within the Agency under [] on a decentralized basis.

The Program evolved thusly:

- March 21, 1946 - Message Center and Central Files established within the Administration Division of CIG. From this came a Central Records Section, for all except cables, under Communications Division.
- July 1947 - Central Records transferred to the Services Branch under []
- November 1947 - Deputy Chief, Central Records Division, Services Branch designated Records Administrator for CIA. Two file analyst positions were authorized, GS 5 and 7.
- December 1947 - Liaison with National Archives set up.
- May 1948 - a CIA Uniform Filing Manual published. Central Records Division transferred to Office of Collection and Dissemination. Central Top Secret Control established.
- July 1948 - Agencywide records program set up in OCD.
- February 1949 - Central Records became Archives Division in Library Branch, OCD.
- November 1949 - Admin. Instruction [] established a Records Management Program for CIA with designated records officers in each staff and office. Archives Division became Records Management Branch and transferred to Services Office.
- May 1951 - Name changed to Records Management and Distribution Branch, General Services Division, Administrative Services Office.
- July 1951 - Regulation [] reestablished a Records Management Program for CIA under Chief, Administrative Services.
- September 1953 - [] outlined scope of the Agency Program.

- February 1954 - General Services Office abolished and Records Program transferred to Management Improvement Staff, O/Comptroller.
- April 1954 - Records Management Staff set up under the Management Staff, DD/Administration.
- April 1955 - Records Center moved [] STAT
- November 1955 - DDP granted special vault area within the Center
- January 1956 - Comptroller given special compartmented area for certain records.
- March 1956 - OCI acquired a special area for its records.
- March 1957 - an addition to the Records Center approved.
- April 1959 - Vital Materials repository combined with the Records Center. One GS-12 position abolished.
- December 1959 - DDP compartmentation at the Center removed.
- June 1961 - Management Staff abolished.
Records Management Staff transferred to the office of the DD/Support.
Staff reduced from 21 to 6 professionals and two clerks.
Program was decentralized to the directorates.
- STAT Feb 1953 to Dec 1966 - [] was in charge of the program in the Agency.
- STAT June 1966 - [] nominated for the Federal Paperwork Mgt. Award.
- STAT Early 1966 - Program transferred to Support Services Staff [] under DDSupport.
- STAT January 1967 to June 1972 - [] headed the Program. The Central Staff continued with 6 professionals and a cordon of records officers throughout all offices.
[] was Chief of the Records & Archives Center. Annual Conferences at [] instituted. STAT
- August 1968 to May 1972 - a Records Management Board was established with Vince as the Chairman and representatives from each Directorate who served as the Senior Records Officer within his area.
Vince transferred to Office of Training to establish a training program in records management. During FY 1973 over 1,000 persons have received training or briefings on records management.

STAT

May 1972

[redacted] became responsible for the Agency Records Program. [redacted] replaced Vince as Chief of the Records Administration Branch. The Program was transferred to the O/DCI.

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[redacted] was appointed by ExDirCompt (Colby) as Special Assistant for Information Control (SAIC). An Agency Archives was established separately. A new Records Management Board was set up.

1 May 1973 - SAIC was transferred to the Deputy Director for Management and Services.

Areas of concern for the SAIC:

Records Management Board
Records Administration Staff
Records Center
Archives
Classification/Declassification Program.

July 1973 - Support Services Staff (SSS) was abolished, and records functions transferred to SAIC. Regulations Control Branch transferred to Executive Officer of DDM&S. RAS became RAB and transferred under SAIC within DDM&S. DDM&S Records Officer transferred to SAIC. MPB created under SAIC. Classification Program Branch created.

Aug. 1973 - SAIC title changed to ISAS/DDM&S.

Aug. - Sept 1974 - ISAS/DDM&S changed to ISAS/DDA. [redacted] made Chief of ISAS.

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Jan. 1975 - [redacted] became Chief, ISAS, consisting of:
Records Administration Branch
Regulations Control Branch
Microfilm Programs Branch
Agency Records Center
Agency Archives
Information Review Staff (Formerly CPB) transferred to O/DDA and later retitled Information and Privacy Staff.

Moratorium on destruction of records imposed by Senators Scott and Mansfield and implemented by Colby.

Aug. 1975 - ISAS transferred to Assistant for Information, DDA.

Apr. 1976 - Records Center and Archives merged to Agency Archives and Records Center. [redacted] named Deputy Chief, ISAS and Chief, Records Administration Branch.

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Aug. 1976 - [redacted] made Acting Chief, ISAS. [redacted] named to IG/DDO Task Force.

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This Notice Expires 1 November 1958

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ORGANIZATION

17 October 1957

ORGANIZATION AND FUNCTIONS

TRANSFER OF REGULATIONS CONTROL STAFF

1. Effective 14 October 1957, the functions and responsibilities of the Regulations Control Staff were transferred from the Management Staff to the immediate office of the Deputy Director (Support).

2. All correspondence relating to Agency regulatory material shall be addressed to the Deputy Director (Support), Room 121, East Building.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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This Notice Expires 1 January 1962

ORGANIZATION

25 May 1961

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MANAGEMENT STAFF

Rescission: [] and figure 12

1. Effective 1 June 1961 the Management Staff is abolished with the following disposition made of its functions:

a. Records Management. The Records Management Staff and its functions are transferred to the immediate Office of the Deputy Director (Support).

b. Suggestion Awards. The Suggestion Awards Staff and its functions are transferred to the Office of Personnel.

c. Business Machines. The Business Machines Staff and its functions are assigned to the newly established CIA Automatic Data Processing Staff (see []).

d. Management Analysis. The Management Analysis Staff and its functions are abolished and any matters previously referred to this Staff should be directed to the attention of the Deputy Director (Support).

2. The reassignment and disposition of personnel is being effected by the Director of Personnel in accordance with Agency regulations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: _____

L. K. WHITE
Deputy Director
(Support)

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